



Woodlands Primary School - Governor Privacy Notice

This notice explains what personal data we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law, including GDPR.

Woodlands Primary School is the data controller for governor information.

The categories of governor information that we process include:

- name
- governance details (such as role, start and end dates and governor ID)
- governor type and term of office
- details of training programmes booked and attended
- information acquired as part of your application to become a governor including copies of identity checks
- photograph

We may also collect, store and use the following “special category” information

- ethnicity
- religious beliefs

Why we collect and use governor information

The personal data collected is essential, in order for the school to fulfil their official functions and meet legal requirements and for the following purposes:

- to meet the statutory duties placed upon us
- where we need to protect your interests (or someone else’s interests)
- where it is needed in the public interest or for official purposes
- where we have your consent
- to maintain a governor training database
- to contact governors regarding statutory changes in legislation and details of training opportunities
- to ascertain local authority governor vacancies to be filled (statutory role)
- to plan future training requirements
- to deal with any processes for the election of governors
- to comply with our general safeguarding guidelines
- to check your suitability to be a governor
- to provide information on our website about our governors

- for business management, administrative and planning purposes, including accounting
- to respond to complaints or investigations
- to send you communication connected with your role as a governor
- to comply with health and safety regulations
- for the purpose of keeping records including copies of minutes, reports and other documentation
- to monitor your use of our information and communication systems to ensure compliance with our IT policies
- to receive advice from external advisors and consultants
- in certain circumstances to liaise with regulatory bodies, the DfE, the DBS and the LA about regulatory matters

Special categories of personal data require us to ensure higher levels of data protection. We may process special categories of personal data in the following circumstances:

- in limited circumstances, with your explicit written consent
- where we need to carry out our legal obligations and in line with our data protection policy
- where it is needed in the public interest and in line with our data protection policy

Reasons we can collect and use your personal information

Under the General Data Protection Regulation (GDPR), the legal basis/bases we rely on for processing your personal data for general purposes are: legal obligation, legitimate interest, to comply with our statutory obligations and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

All maintained school governing bodies, under [section 538 of the Education Act 1996](#) have a legal duty to provide the governance information.

Collecting governor personal information

We collect personal information about you through the application and recruitment process, either directly from you or the Local Authority. We will also collect additional personal information in the course of governor activities throughout the term of your appointment.

Governor data is essential for the school's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

How long your personal information will be kept

We hold your data securely for as long as you hold the position of Governor. For information on our data retention schedule and how we keep your data safe, please contact Corinna Taylor on 01732 355 577 or at ctaylor@woodlands.kent.sch.uk who holds this information in the school office. Your data will be securely destroyed at the end of your governor's term.

Who we share governor information with

We routinely share this information with:

- KCC
- the Department for Education (DfE)
- our website due to statutory obligation
- 'Get Information About Schools' (GIAS) website
- teams within KCC working to improve outcomes for children and young people
- commissioned providers of local authority services (such as education services)
- Kent and Medway National Leaders of Governance (NLG), if support is required
- we will share personal information with law enforcement or other authorities if required by applicable law.

Why we share governor information

We do not share information about our governors with anyone without consent unless the law and our policies allow us to do so.

KCC

We are required to share information about our governors with our local authority (LA) under the Education Act 1996.

Department for Education

The Department for Education (DfE) collects personal data from educational settings and local authorities. We are required to share information about our governors with the Department for Education (DfE), under [section 538 of the Education Act 1996](#)

All data is entered manually on the GIAS system and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Requesting access to your personal information

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact: Corinna Taylor, Data Protection Officer, on 01732 355 577 or at ctaylor@woodlands.kent.sch.uk.

Under certain circumstances you also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact: Corinna Taylor, Data Protection Officer on 01732 355 577 or at ctaylor@woodlands.kent.sch.uk.

Information How Government uses your information

The governor data that we lawfully share with the DfE via GIAS:

- will increase the transparency of governance arrangements
- will enable schools and the department to identify more quickly and accurately individuals who are involved in governance and who govern in more than one context
- allows the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role

Data collection requirements

To find out more about the requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/government/news/national-database-of-governors>

Note: Some of these personal data items are not publicly available and are encrypted within the GIAS system. Access is restricted to a small number of DfE staff who need to see it in order to fulfil their official duties. The information is for internal purposes only and not shared beyond the department, unless the law allows it.